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| Position title | Literacy Coordinator |
| Remuneration | 1MU+1MMA |
| Purpose | 1. Improve standards of student literacy across the school  2. Ensure that a coherent approach is taken across the school  to literacy development  3. Inspire all stakeholders to engage in school-wide literacy development |
| Reporting to | Principal |
| Liaising with | 1. HoD Information Centre (Library) 2. Literacy Professional Learning Group 3. HoD English 4. HoD ESOL 5. HoD Learning Support 6. Literacy Liaison in each department 7. HoD Life Skills 8. Director of the TPU 9. Librarian 10. Teachers 11. Caregivers 12. External Literacy experts (e.g. Secondary Literacy Advisor, SLS staff) 13. Deans and Heads of Schools |
| Main areas of  responsibility | 1. Develop a long term school-wide Literacy Strategy: study best practice in current research; identify priorities for development; create a five-year plan with yearly goals to be reviewed at the end of each year. 2. Implement the new Literacy Unit Standards: act as facilitator and “attestor”; prepare and submit student work for national moderation 3. Encourage good literacy practices across the curriculum: support subjects to develop effective strategies & resources for improving literacy through PD sessions 4. Extend the implementation of the *Lexia Reading Program* into the Junior English program 5. Manage the School Journals: promote their use across the curriculum; maintain the Journals 6. Contribute to the school newsletters and magazine 7. Set up and maintain a Literacy wiki, including LUS information 8. Make decisions re: implementation of Literacy policies 9. Make recommendations to senior managers when requested 10. Offer guidance regarding course selection to individual identified at risk students 11. Direct teachers to the RTLB service where appropriate |
| Professional Development | Attend relevant professional development opportunities  Read current, relevant literature and research |
| Monitoring,  evaluation and  review | 1. Monitor the literacy data at each Year level: using PATs and e-asTTle (Y9 & 10) and NCEA results (Y11, 12 & 13). 2. Evaluate the impact of new interventions: Year9 reading program pilot 2012; new 11EA course with new LUS 3. Conduct an annual Literacy Review (Nov-Dec) |
| Management of  resources | 1. Produce a Budget that sets out priorities for expenditure, allocates available resources with maximum efficiency to meet the objectives of the literacy development plan and to achieve value for money 2. Used a shared-responsibility model to ensure the best use of subject-, technical- and other- staff expertise. |